

SEPARATION FAQ'S

Can I receive my DD 214 before my EAS? No, you can only receive your DD 214 on the date of your EAS, but you can request for a statement of service in place of your DD 214.

When should I expect to receive my final settlement and how will it be issued? You will receive all payment due with 10 working days. Your final settlement will be posted to your active duty direct deposit account.

How can I request a lost DD 214? If I lose or damage my DD 214, how can I retrieve a copy? If your discharge was within the last 2 years, you can contact our office and request a certified true copy. If your discharged was three years or more, you will have to contact The National Personnel Record Center, Military Personnel Records, 9700 Page Ave, St. Louis, MO 63132 by faxing a request to (314) 801-9195.

How far in advance do I need to contact the separation office in order to start my out-processing? You should visit our office no later than 90 days from your EAS with your SRB, but not later than 30 day prior to the execution of your terminal leave, PTAD, or separation (which ever is sooner). Failure to do so could delay your departure on terminal leave.

Is it a requirement to complete the Transition Assistance Processing Service (TAPS) Class, Pre-separation Class, and Final physical before I separate the Marine Corps? Yes, these requirements are mandated by congress.

Can I continue to live in on base housing while on terminal leave? Yes, only with the prior approval of the housing office. The separations section must receive a copy of the approving letter before you depart on terminal leave.

Who issues the checkout sheets? Your battalion S-1 and the DPAC Separation section will issue you a checkout sheet each; therefore, you will be receiving two checkout sheets. Ensure that the CIF is among one of the first places that you check out.

If I have missing gear and can't afford to replace the gear upon departing on terminal leave or discharge, what do I need to do? Make every possible effort to replace/purchase the missing gear. If you cannot afford to replace the gear, you will initiate a missing gear statement via your chain of command. Once the Commanding Officer endorses the missing gear statement (excusing or charging you for the gear), your Battalion S-1 will issue a NAVMC 604 Form (clothing checkage) signed by the Bn Commander, bring the form to the DPAC Separations section for a unit diary number and administrative action. Once a unit diary number is annotated on the form, return it to the CIF to close out your account.

Released from Active Duty Frequently Asked Questions

If I'm found unfit by medical authority to separate what do I need to do? You need to bring the medical document (Assignment to Limited Duty) to our office for validation in order for this office to run the appropriate unit diary entries.

Do I maintain my uniforms while on terminal leave? Yes

Do I maintain my uniforms when I'm released from active duty? Yes

As a single Marine will I receive BAH without dependents and commute rations (COMRATS) while on terminal leave? Yes

Should I wait until I start checking out before scheduling my pre-separation and TAPS class? No, you should schedule your pre-separation and TAPS six months before you separate.

When can I request retirement? Request for transfer to the FMCR, retirement and resignation can be requested no earlier than 14 months before the effective date and no later than four months before the effective date.

What documentation/records must I turn in to DPAC? Before executing your terminal leave or PTAD, DPAC separations section must receive your health record, dental record, checkout sheets, pre-separation sheet and final physical.